

CONFIDENTIAL

04/11-1

OFFICE OF LOGISTICS
PROCUREMENT NOTE 154
REVISION 2

6 NOV 1987

FORMATTING CONTRACT NUMBERS IN CONIF

PURPOSE:

The purpose of Revision 2 to Procurement Note (PN) 154 is to add as Attachment 1 a new listing of all Agency procurement identification codes. This revision incorporates Revision 1 in its entirety and serves as a replacement to the previous PN. Procurement codes are used when formulating contract numbers to identify the cognizant procurement team responsible for initiating the contract action. As such, effective upon issuance, the alpha procurement code designators shall be used by all procurement units in the completion of the Contract Data Summary and Routing Sheet (Form 1218). The formulation of contract numbers, purchase orders, and delivery orders will remain unchanged as follows:

POLICY:

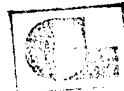
- a. Purchase orders (under \$25,000) will be formulated as follows:

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25X1

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SUBJECT: Formatting Contract Numbers in CONIF

CONCUR:

25X1

[Redacted signature box]

Chief, Logistics and Procurement Law Division, OGC

25X1

[Redacted signature box]

Chief, Security Staff, OL

3 Nov 87
Date

11/3/87
Date

SUBJECT: Formatting Contract Numbers in CONIF

Distribution:

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1 - Each Procurement Element
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25X1 OL/PMS, (28 Oct 87)

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